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ABSTRACT

Designed to aid users in locating materials in the government documents department at Miami University in Oxford Ohio, this guide contains general information on the documents collection, a floor plan of the documents department, an introduction to U.S. government document finding aids, an introduction to U.S. Congressional and legislative materials, an overview of census information sources, a list of frequently-requested government titles and their Superintendent of Documents classification numbers, an introduction to information sources on U.S. public law, a guide to United Nations publications, and a list of collections relevant to research on government matters at King Library. (JL)

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FIRST STEPS IN GOVERNMENT DOCUMENTS

by

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and

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Miami University

Oxford, Ohio

1981

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GENERAL INFORMATION

Publications in the Documents Department span a wide range of subjects in both the sciences and the social sciences. These publications are not listed in the library's main card catalog. It is necessary to use the various indexes and catalogs found in the Documents Department.

This guide is designed to show you where to begin finding things in the Documents Department. It covers only the most basic information. For further help, ask a Documents Librarian.

CIRCULATION

Most documents may be checked out for 3 weeks. The following are some things that may NOT be checked out: law books and law related titles, census books, reference books, Congressional Record, congressional serial set volumes and selected periodicals labeled "For Use in Library Only."

Documents must be checked out from and returned to the Documents Desk.

CIRCULATION AND REFERENCE SERVICE ARE AVAILABLE ONLY DURING THE FOLLOWING HOURS THROUGHOUT THE SCHOOL YEAR:

Mon.-Thurs.	8-5, 6:30-10
Fri.	8-5
Sat.	1-5
Sun.	1-5, 7-10

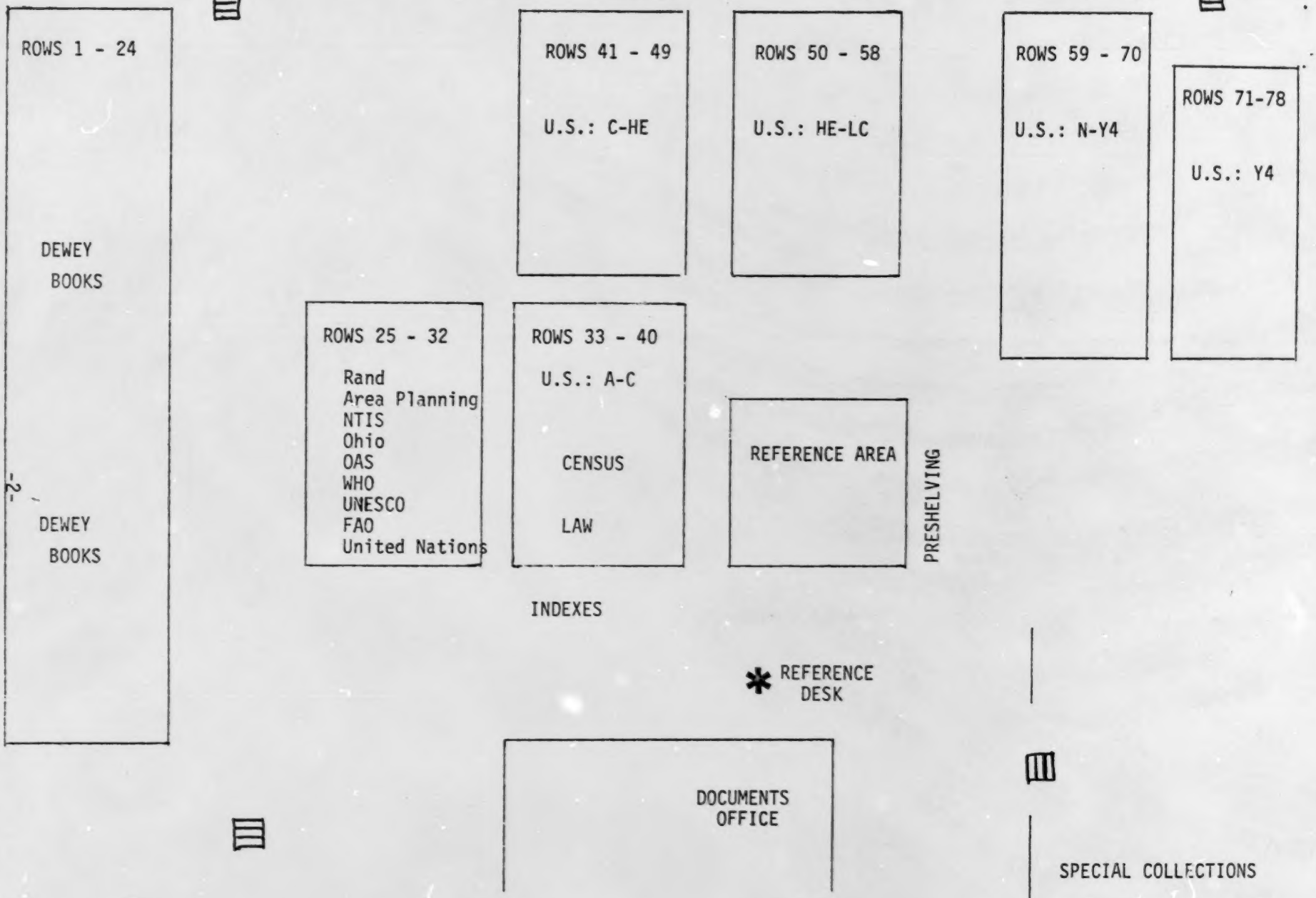
Always ask a librarian if you do not locate a document on the shelves. Some documents may be available in microform or may be located in another part of the library.

More detailed hand-outs on the various Documents Department collections, popular subjects, or class assignments are available near the Documents Desk.

Librarians are always available to make class presentations to classes that will be working in Documents. Class presentations will include appropriate hand-outs designed to aid students with particular assignments.

Documents Dept.
King Library, 3rd floor

529-3841


ROWS 1 - 24
DEWEY
BOOKS
-2-
DEWEY
BOOKS
ROWS 41 - 49
U.S.: C-HE
ROWS 50 - 58
U.S.: HE-LC
ROWS 59 - 70
U.S.: N-Y4
ROWS 71-78
U.S.: Y4
ROWS 25 - 32
Rand
Area Planning
NTIS
Ohio
OAS
WHO
UNESCO
FAO
United Nations
ROWS 33 - 40
U.S.: A-C
CENSUS
LAW
REFERENCE AREA
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THIRD FLOOR

FIRST STEPS IN US DOCUMENTS

U. S. Documents are arranged by an alphabetical classification system called SuDocs (short for Superintendent of Documents). Each number begins with letters which stand for the name of the agency that puts out the publication. Some sample numbers are: E 1.1:980, Y 4.Sm1:P44/8, EP 1.29/2:M53, and A 13.78:SE-196.

Some quick ways of finding current documents are:

1. SELECTIVE CURRENT SUBJECT INDEX FILE (Docs Card Catalog)

   This contains recent documents arranged by broad subject categories such as Aging, Environment, Energy, and International Relations.

2. SUBJECT BIBLIOGRAPHIES (Ref Doc GP 3.22/2:)

   Lists of current documents on popular subjects such as Oceanography, Minorities, Occupational Safety and Health, and Rockets and Satellites.

3. LIST OF CLASSES (Index tables or Docs. Desk)

   A general outline of the SuDoc numbers and publication series issued by each agency.

Use the MONTHLY CATALOG for more detailed or comprehensive searches. (Index tables)

FIRST- Use the subject index volume located at the end of each year

Food stamp program.
Recoupment in the Food stamp program.,
80-3802

to get an entry number, such as 80-3802.

THEN- Look up the entry number in the main volume(s) for that year

80-3802

A 98.2:R 24
United States. Food and Nutrition Service. Office of Policy, Planning, and Evaluation.
Recoupment in the Food stamp program. — [Washington] : Dept. of Agriculture, Food and Nutrition Service, Office of Policy, Planning, and Evaluation, [1979]
20250
[291] p. ; 26 cm.
Issued Sept. 1979.
●Item 74-A-1
pbk.
1. Food stamp program. I. Title.
OCLC 5785458

to get the SuDoc number, such as A 98.2:R24.

Use the floor plan to find the document on the shelf by the SuDoc number.

NOTE: 1. Title and author indexes are also found at the end of each year of the Monthly Catalog.

2. Some documents not on the shelf may be available in microform or located elsewhere in the library. Check with a documents librarian.

1. BILLS

   Microfiche copies of current bills are shelved in the Documents microform room. For an index to bills and information on their current status see the CONGRESSIONAL INDEX. (Index tables)

2. HEARINGS

   Hearings can be found by using the CIS INDEX (Congressional Information Service). (Index Tables) The CIS INDEX is similar in use to the Monthly Catalog. It contains a subject index volume and an abstracts volume for each year. A hearing has a Y 4 number such as Y4.In8/16: F49. Hearings are shelved in rows 67-71.

3. HOUSE and SENATE REPORTS; HOUSE and SENATE DOCUMENTS

   These can also be found by using the CIS INDEX. (Index Tables) They will have numbers like these: "S. rpt. 96-120," "H. Doc. 96-112," or "H. rpt. 96-200."

   Current reports and documents are shelved by the congress number (such as 96 in the examples above), then by report or document number in row 33. Older reports and documents are bound together in volumes called the Serial Set (rows 30-33).

OTHER SOURCES OF INFORMATION ON CONGRESS INCLUDE:

1. Congressional Directory (Docs. Desk)

   Biographical information, addresses and committee assignments for members of Congress.

2. Congressional Quarterly Weekly Reports (Ref Doc JK/1/.C66)

   Weekly periodical covering congressional issues, voting information, and news from Washington.

3. Congressional Record (Row 65)

   Daily official record of proceedings of Congress.

4. Major Legislation of the Congress (Ref Doc LC 14.18:)

   Summaries of major bills in the current congress arranged by broad subject areas.

FIRST STEPS IN CENSUS

Census volumes are unnumbered and are arranged by type of census (Agriculture, Population) and then chronologically in row 37.

There are several censuses in this row. The major ones, in the order in which they are shelved, are:

1. Decennial Census, 1790-1940
2. Census of Agriculture
3. Census of Retail Trade
   (formerly Census of Business)
4. Census of Manufactures
5. Census of Housing
6. Census of Population

Censuses are taken every 5 or 10 years and generally consist of a U. S. summary report, state reports and special subject reports.

POPULATION CENSUS

Final bound volumes contain an index on the front inside covers. Statistics are available for the United States, regions, states, cities and counties, but the larger the geographic area the more statistics are available.

Special reports called CENSUS TRACTS are done for large cities (50,000+) that are called SMSA's (Standard Metropolitan Statistical Areas). For these cities it is possible to find statistics for a given section (tract) within the city. Accompanying maps show tract boundaries and numbers. (Some maps have been transferred to filing cabinets. Ask at Documents Desk.)

CURRENT INFORMATION: Between population censuses, statistics may be found in Current Population Reports (C3.186:, row 41). These statistics are much less detailed than census statistics. Latest Ohio reports are on Ref Doc.

CENSUS GUIDES

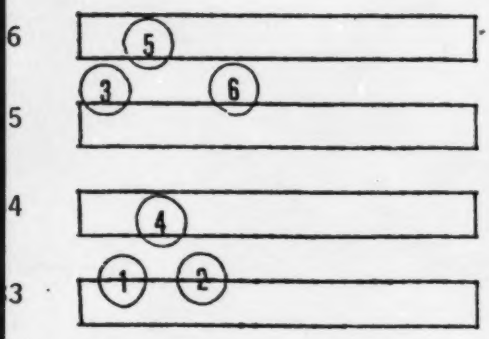
1. Bureau of the Census Catalog of Publications, 1790-1972. Ref Doc C56.222/2-2:
2. Bureau of the Census Catalog (annual) Ref Doc C3.163/3:
3. Standard Industrial Classification Manual Ref Doc PrEx 2.6/2: In27/972

   Useful with censuses of retail trade and manufactures, as some statistics are arranged by SIC number.

NOTE: It usually takes a full year or more after a census is taken before preliminary reports are published. Final reports appear even later.

FREQUENTLY REQUESTED TITLES

1. Budget of the U.S. Government. (Ref Doc PrEx 2.8:)
2. CQ Weekly Reports. (Ref Doc/JK/1)
3. Catalog of Federal Domestic Assistance. (Ref Doc PrEx 2.20:)
4. Code of Federal Regulations. (GS 4.108:, row 48)
5. Congressional Directory. (Docs. Desk)
6. Congressional Record. (row 65)
7. Consumer Price Index. (Ref Doc L 2.38/3:)
8. County and City Data Book. (Ref Doc C3.134/2:)
9. Dictionary of Occupational Titles. (Ref Doc L37.302:)
10. Digest of Education Statistics. (Ref Doc ED 1.113:)
11. FBI Uniform Crime Report (Crime in the U.S.). (Ref Doc J1.14/7:)
12. Family Budgets (Cost of Living). (Ref Doc L1.20/a:)
13. Federal Register. (GS 4.107:, row 48)
14. Handbook of Labor Statistics. (Ref Doc L2.3:)
15. Occupational Outlook Handbook. (Ref Doc L2.3:)
16. Standard Industrial Classification Manual. (Ref Doc PrEx 2.6/2:)
17. Statistical Abstract of the U.S. (Docs. Desk)
18. U. S. Government Manual. (Docs. Desk)
19. U. S. Industrial Outlook. (Ref Doc C57.18:)



Location diagram. Circled numbers correspond to circled title numbers.

U. S. PUBLIC LAWS

(1.) United States Code Annotated (USCA)

Arranged by subject. See General Index A-Z at end or Popular Name Table following Z.

(2.) U.S. Code Congressional & Administrative News

Arranged by year and public law number.

OHIO LAWS

(3.) Ohio Revised Code (ORC)

Arranged by subject. See index at end.

OVERVIEW OF LAW

(4.) American Jurisprudence

(5.) Ohio Jurisprudence

Encyclopedias on law topics. Use index at end.

(6.) American Law Reports

Use Quick Index to find articles on legal topics.

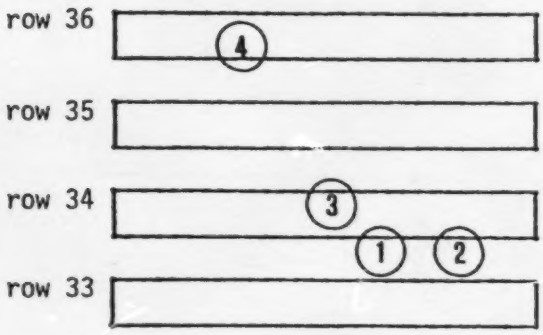
OTHER SOURCES

Black's Law Dictionary Ref Doc/KF/156/.B53/1979

You and the Law Ref Doc/KF/387/.Y65/1977

Codified Ordinances of Oxford, Ohio Ref Doc/KFX/2112/.095/A35x/1975

Location Diagram



U. S. SUPREME COURT

(1.) Law Week

Use name and subject index in back of each Supreme Court volume.

(2.) U. S. Reports (US)

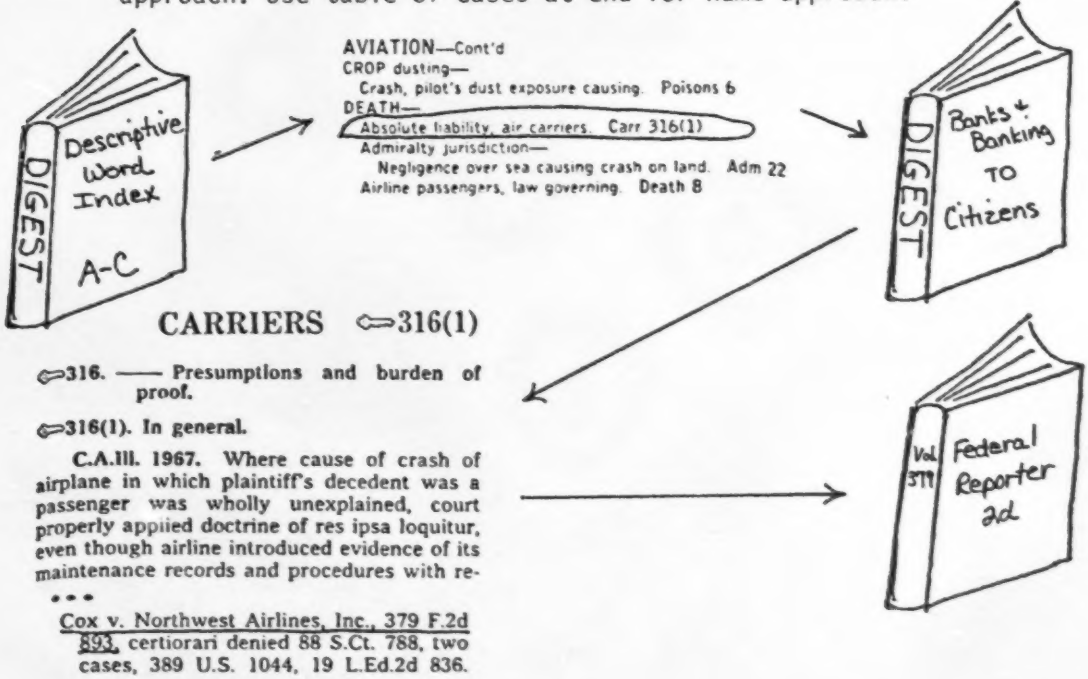
If you have a citation:
347 US 54
Go to volume 347, page 54.

OTHER COURT CASE INDEXES

(3.) Federal Practice Digest 2d

(4.) Ohio Digest

Use descriptive word index at end (sometimes at beginning) for subject approach. Use table of cases at end for name approach.


DIGEST
Descriptive Word Index
A-C
AVIATION—Cont'd
CROP dusting—
Crash, pilot's dust exposure causing. Poisons 6
DEATH—
Absolute liability, air carriers. Carr 316(1)
Admiralty jurisdiction—
Negligence over sea causing crash on land. Adm 22
Airline passengers, law governing. Death 8
DIGEST
Banks & Banking TO Citizens
CARRIERS ⇐316(1)
⇐316. —— Presumptions and burden of proof.
⇐316(1). In general.
C.A.Ill. 1967. Where cause of crash of airplane in which plaintiff's decedent was a passenger was wholly unexplained, court properly applied doctrine of res ipsa loquitur, even though airline introduced evidence of its maintenance records and procedures with re-
• • •
Cox v. Northwest Airlines, Inc., 379 F.2d 893, certiorari denied 88 S.Ct. 788, two cases, 389 U.S. 1044, 19 L.Ed.2d 836.
Vol 379
Federal Reporter 2d

NOTES:
1. Miami does not have state laws except for Ohio.
2. Miami does not have state court cases except for those in Northeastern Reporter (NE): Ohio, Illinois, Indiana, Massachusetts, New York.
3. Digests, encyclopedias and codes are kept up to date by pocket supplements inside the back cover of each volume. ALWAYS check these.

FIRST STEPS IN UNITED NATIONS 1

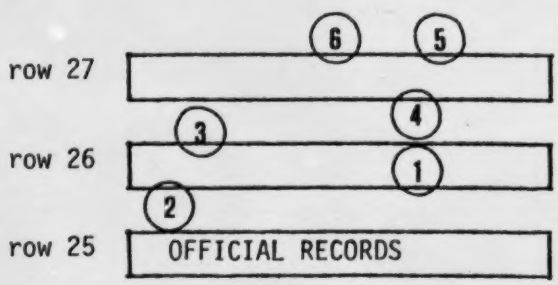
Documents receives publications from:

General Assembly
Economic and Social Council
Security Council
Trusteeship Council
Conference on Trade and Development Secretariat
U.N. Educational, Scientific & Cultural Organization (UNESCO)
Food and Agriculture Organization (FAO)
World Health Organization (WHO)

BEGIN WITH: Documents Card Catalog

Consult drawers labeled UN Title or UN Subject. The cards will give classification numbers such as the following:

1. ST/ESA/Ser.D/46
   E/CONF.68/4
2. UN PERIODICAL
   (shelved alphabetically by title)
3. 76.IV.5
4. FAO/216
   FAO/CER/56
5. UNESCO/J/45
   UNESCO/83
6. WHO/454



Locations of each type of classification number.

OFFICIAL RECORDS (Row 25)

Official records contain meeting summaries, resolutions and annual reports of the main organs and their committees. These are NOT individually listed in the Documents Card Catalog.

Essentially the same reports are issued in each session. Browsing through the desired session and organ is the best way to locate material.

Each organ has its own section, and its publications are arranged chronologically (by session). The most used organs, in the order in which they are shelved, are listed below:

A. General Assembly

B. Economic and Social Council

C. Security Council

OTHER SOURCES:

1. Annual Review of United Nations Affairs. Ref SS/JX/1977/.A1/A5 (1st flo
2. Everyone's United Nations. Ref Doc/JX/1977/.A37/E9/1979
3. U. N. Chronicle. Social Science Periodical, 1st floor
4. United Nations Yearbook. Ref Doc/JX/1977/.A3/Y4

SPECIALIZED AGENCIES:

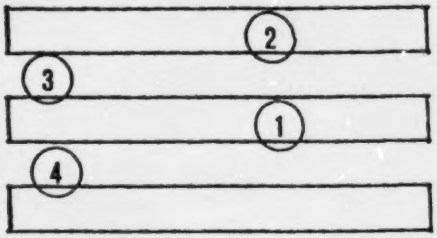
There are many specialized agencies related to the United Nations. The Documents Department acquires only these three: UNESCO, FAO and WHO.

Other agencies' publications, although not received comprehensively, may be located through the main card catalog on the 1st floor and will be shelved in the appropriate subject department of the library.

NOTE: Many U.N. publications are not published until 2 or 3 years after the event covered.

FIRST STEPS IN OTHER COLLECTIONS

Location diagram



The following small collections are also in Documents:

1. OHIO
2. RAND
3. AREA PLANNING
4. ORGANIZATION OF AMERICAN STATES (OAS)

OHIO

Publications from state government agencies.

START WITH: Documents Card Catalog OR Main card catalog, 1st floor

for small pamphlets, brochures, newsletters. Consult Ohio subject or Ohio title drawers. Publications with numbers like OAG 1.19/4:562 or ONR 242.2:D26 will be in row 28.

for more substantial reports and publications. These will not be shelved in Documents.

RAND

Research reports from Rand Corporation on military affairs and national defense related matters, but also on many other subjects in all fields.

START WITH: Selected Rand Abstracts (INDEX TABLES)

Each publication will have a P, R or N number (P-5471, R-601-NYC). These are shelved in row 29.

AREA PLANNING

Publications of regional, county, city planning commissions.

START WITH: Documents Card Catalog

Use Area Planning agency or Area Planning subject drawers. Publications have numbers like KENTUCKY 5 or OHIO 54. These are shelved in rows 28-29.

ORGANIZATION OF AMERICAN STATES (OAS)

Proceedings of OAS and publications on Latin America.

START WITH: Documents Card Catalog

Use OAS Official Records, OAS subject or OAS title drawers. Numbers such as OEA/Ser.J/IV.6 or 341.1-S-5407 or OAS PERIODICAL are shelved in rows 27-28.